Hills Grammar

Cleaning and Maintenance Procedure

Statement

It is important for the ECEC to be hygienically maintained to reduce the possible spread of infection and illnesses. Maintaining a high standard of hygiene will minimise the number of germs and decrease the risk of children and educators becoming unwell. Where possible, ECEC will make choices in cleaning which are sustainable and environmentally friendly whilst also overseeing best hygiene practices.

Rationale

To avoid the spread of infection and to keep the ECEC environment as clean and hygienic as possible, educators will ensure they follow the correct procedures when cleaning and when dealing with spills of bodily fluids.

Strategies

The Nominated Supervisor will:

- Arrange for the ECEC to be cleaned by professional cleaners at the end of each day and liaise with the cleaning company where required.
- Arrange for a 'deep clean' of the premises every term or where required such as during a period of an outbreak of contagious illness.
- Liase with the head of the contracted cleaning company when cleaning is not up to appropriate standards. When required escalate any concerns to Hills Grammar Head of Finance who oversees the cleaning contract for Hills Grammar and ECEC.
- Maintain the MSDS folder so information is available about any products being used at ECEC.
- Oversee that written policies and procedures regarding child safe environments are developed and implemented by ECEC educators.
- Develop and update checklists that outline daily cleaning as required. Support staff to complete daily checklists and frequent monitoring of indoor and outdoor spaces.
- Develop and maintain risk assessments of the environments and submit maintenance requests when repairs, cleaning and maintenance is required.
- Liaise with the HG maintenance team to ensure smooth procedures between ECEC and the maintenance team.
- Oversee educators are familiar with policies related to cleaning while maintaining safe environments for children.
- Support educators to consider alternative sustainable cleaning options within the ECEC environment.

Educators will:

- Ensure cleaning duties do not compromise the care and supervision of children at any time.
- Involve children in discussions about health and safety and support children to make hygienic choices such as sneezing in their elbows and washing their hands regularly.
- Role model good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.

- Seek to minimise the use of chemicals used in the ECEC.
- Promote awareness of environmental sustainability through daily practices.
- Routinely clean the ECEC such as benches, furniture, tables and chairs, hard surfaces and toys/resources with soapy water using disposable paper towel.
- Inform the Nominated Supervisor and ECT in the rooms of any equipment or furniture that needs to be repaired or replaced and remove any unsafe equipment. Follow up with a request sent to the maintenance department to have issues looked at and repaired as quickly as possible.
- Clean tables before and after mealtimes.
- Oversee all cleaning products used in this process are clearly labelled, especially bottles.
- Disinfectants will only be used if a surface is known to have been contaminated with potentially infectious material or when cleaning blood.
- Bleach will be used for cleaning large amounts of blood.
- Support children to have an active role in caring for their environment and to contribute to a sustainable future.
- Where possible, use natural cleaning alternatives within the ECEC environment.

Monitor bathrooms and toilets

- Clean toilets as needed throughout the day.
- A contracted cleaner, comes up to the ECEC once in the middle of the day to clean the bathrooms and toilets, and empty all bins throughout the ECEC.
- Contracted cleaners will clean the toilets and the rest of the premises each night and dispose of the rubbish.
- If baby wipes are used, they will be bagged and placed in a bin out of reach of the children.
- Bathrooms will be organised in a way that the required items are easily accessible to adults and out of reach of children.

Monitor the nappy change area

- Clean the area with soapy water after each nappy change and when required.
- Ensure the steps leading up to the nappy change area are in the locked cupboard when they are not in use.
- Dispose of used nappies inside the bin located in the locked cupboard in room 5 bathroom or in the ‘nappy bin’ which is located out of reach of children in rooms 1 + 3 bathroom.
- Where a child is not able to use the stairs to climb onto the nappy change mat, the nappy change procedure will be followed in an alternate space. Where the nappy change area is done in an alternate space, items required such as a clean nappy and wipes will be stored on the nappy change bench and accessed when required.
- Where children are navigating toilet training and wearing pull ups, educators will support this process as per the ECEC Nappy Changing and Toileting Policy.

Monitor the sleep mats

- Each sleep mat will be sprayed and wiped with soapy water on the children’s last day of care for the week (Wednesday and Friday). Children are supported to do this independently.
- Educators will use disinfectant to clean up accidents and leave the sleep mat in sun before storing.
- Sleep mats will be labelled with the children’s names.
- Educators will routinely check the sleep mats and inform the Nominated Supervisor if any need to be replaced.

Dummies

- Ask families to store their child’s dummy in a plastic container that is clearly labelled with the child’s name.

- Dummies are to be stored inside the child's bag outside of rest time.
- Do not allow dummies to come in contact with another dummy, another child or the children's toys.
- Families will be asked to take their child's dummy home each day.

Mouthed toys

- Toys or objects which children have placed in their mouth will be taken away to be washed. Where possible, these items will dry in the sun.

Toys

- Each term / when necessary, toys are washing in the dishwasher, or with warm water and detergent, and rinsed before being placed in the sun to dry.
- All toys, including cloth toys and books, to be dried by sunlight.

Furniture

- Wipe over tables, chairs and shelving regularly with soapy water using disposable paper towel.
- Wipe over tables with soapy water before and after of each meal and when activities are packed away.
- Door handles, the rooms iPads and high touch surfaces will be wiped over regularly with soapy water or similar.

Mats and Rugs

- Where possible, roll up the mats during messier play time or during rest time where children may have an accident.
- If a child has an accident and the mat or rug is wet, roll the mat up and send a maintenance request to have the rug / mat cleaned and returned to ECEC.
- Where possible, mats / rugs are replaced annually.

Washing

- Wash spare hats after each use.
- Wash spare sheets after each use.
- Wash cushion covers on a regular basis.
- Wash paint smocks, visy vests and dress ups clothing worn by children each term or as necessary.

Cleaning Faeces, vomit and urine

- Wear gloves.
- Place paper towel or sand over the spill and allow the spill to soak in. Carefully remove the paper towel or sand and any solid matter. Place it in a plastic bag, seal the bag and put it in the rubbish bin.
- Clean the surface with water and detergent and allow to dry.
- If the spill came from a person who is known or suspected to have an infectious disease (e.g. diarrhoea or vomit from child with gastroenteritis), use a disinfectant on the surface after cleaning with detergent and water.
- Wash hands thoroughly with soap and running water.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Staying Healthy in Childcare 6th Edition

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.